

**State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-2  
Cranston, Rhode Island 02920**

**Division of  
Design Professionals BOARD OF EXAMINERS OF  
LANDSCAPE ARCHITECTS**

## **MINUTES OF THE MEETING**

**DATE: 24 April 2013**

**PLACE: 1511 Pontiac Avenue, Building 69-1 Conference Room,  
Cranston, RI**

**MEMBERS PRESENT** Chair Steven Pilz, Vice-Chair Sara Bradford,  
Secretary Michael Dowhan and Member John Carter (Present 2:16  
p.m. – 3:10 p.m.)

**MEMBER ABSENT:** None

**OTHERS PRESENT:** Mrs. Dawne Broadfield, Board Executive  
Jenna R. Algee, Esq., DBR Legal Counsel (Present 2:16 p.m. – 3:10  
p.m.)

**(1) CALL TO ORDER** - Chair Pilz called the meeting to order at 2:16  
p.m.

## **(2) APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

**Vice-Chair Bradford moved to approve the open meeting minutes of the 27 March 2013 meeting. Secretary Dowhan seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

**Chair Pilz moved to approve the executive meeting minutes of the 27 March 2013 meeting. Vice-Chair Bradford seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

## **(3) EXECUTIVE SESSION**

**Because of the nature of the following items, Chair Pilz moved to convene into Executive Session at 2:21 p.m. pursuant to Rhode Island General Laws, §42-46-5(a) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(2) for investigative proceedings regarding allegations of civil or criminal misconduct. Secretary Dowhan seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, Secretary Dowhan and Member Carter.**

**Chair Pilz moved to adjourn from Executive Session and to reconvene to an open meeting at 3:06 p.m. pursuant to RIGL §42-46-4.**

**Secretary Dowhan seconded. Motion passed; four (4) in favor, zero (0) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford,**

**Secretary Dowhan and Member Carter.**

#### **(4) CORRESPONDENCE**

**No correspondence.**

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#### **(5) OLD BUSINESS**

##### **a. RI State Supplemental Exam (RI SSE)**

##### **1. Discussion on second administering**

**Since the dates of the L.A.R.E. have changed, the Board discussed starting to think about trying to align the times of the SSE administration with the time window for the L.A.R.E. for quicker processing. The SSE administration has to be based on the maturity of the growth, if the Board is going to continue using twigs samples which occurs in June. The Board will look more seriously at administering the SSE in October. The issue of one administration per year could be for the reciprocal applicants. It was also discussed what the pool of candidates would be for an SSE administration in October. For further discussion, a second administration could occur tentatively on the third Tuesday in October on an as needed basis.**

**2. State Supplemental Exam (SSE) Instruction “Form” letter – Discussion of the description of exam part 2 as “questions regarding the practice of landscape architecture in Rhode Island and may include questions about laws and regulations controlling development and construction in the state.”**

**Chair Pilz moved based on discussions and edits to have Mrs. Broadfield issue a final approval draft as a priority for the SSE instruction “form” letter for Board review. Vice-Chair Bradford seconded. Motion passed; three (3) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Secretary Dowhan. Member Carter was absent from this vote.**

**b. Legislation – Status Update**

**Attorney Algee updated the Board that the legislation is still being held for further study.**

**c. Miscellaneous – LAAB request to review proposed changes.**

**Response received from Mr. Ron Leighton, LAAB Administrator, was continued for further discussion. Due to lack of time, this item was tabled.**

**(6) NEW BUSINESS**

**a. Miscellaneous**

**1. Draft Application Review Form**

**Due to lack of time, this item was tabled.**

**b. Next meeting – 22 May 2013**

**c. L.A.R.E. – Member Carter brought to the Board’s attention that the Board’s “Instruction Sheet for Registration by Examination” which references the Landscape Architect Registration Exam (L.A.R.E.) sections as A, B, C, D, E was incorrect. The L.A.R.E. sections are now referenced as sections 1, 2, 3, and 4. The instruction sheet will be changed accordingly.**

d. Member Carter brought to the Board's attention that Karen Beck wrote an article that the Massachusetts Board of Landscape Architects announced that it will no longer be administering a Massachusetts exam section. Ms. Beck personally commended the Massachusetts Board members for their action on this matter and urged the Rhode Island Board members not to limit the Rhode Island State section as once-a-year administration as it represents a significant time constraint to qualified practitioners.

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#### **(7) APPLICATIONS**

**LA Registration by Examination (Pending RI State Supplemental Exam)**

**Steven Paul D'Ambrosia John Andrew O'Keefe**

**Kathryn Foley Nathan Socha**

**LA Registration by Reciprocity (Pending RI State Supplemental Exam)**

**Colin Thomas Hynes**

**Vice-Chair Bradford moved that the above-name five (5) applicants are approved to take the State Supplemental Examination (SSE) upon receipt of payment. Secretary Dowhan seconded. Motion passed;**

**three (3) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Secretary Dowhan. Member Carter was absent from this vote.**

**C.O.A.:**

**LA COA Applications to be reviewed**

**Philip J. Taylor – Sole Proprietorship**

**Chair Pilz moved that the application for the firm of Philip J. Taylor as presented be approved with no fee due to one (1) employee as a Sole Proprietorship. The Board noted that the COA entitled Bel Terra Landscaping, Inc. and owned by Philip J. Taylor is lapsed and was not renewed. Secretary Dowhan seconded. Motion passed; three (3) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Secretary Dowhan. Member Carter was absent from this vote.**

**LA COA Applications**

**Vice-Chair Bradford moved to reinstitute the previous Certificate of Authorization (COA) initial and renewal/amended forms with the address change and to remove the notary. Secretary Dowhan seconded. Motion passed; three (3) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Secretary Dowhan. Member Carter was absent from this vote.**

## **(8) ADJOURNMENT**

**Chair Pilz moved to adjourn the meeting at 4:24 p.m. Secretary Dowhan seconded. Motion passed; three (3) in favor, one (1) absent. Voting in favor were Chair Pilz, Vice-Chair Bradford, and Secretary Dowhan. Member Carter was absent from this vote.**